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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3100.1B**Effective Date: December 19,
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Request Notification of Change (NASA Only)

Subject: Management of the Senior Executive Service (SES)**Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [AppendixA](#) |
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Chapter 1. Overview

1.1 SES Program

1.1.1 NASA's SES program provides a framework to develop, select, and manage Agency executives. Authority to effect SES actions emanate from the Administrator. An overview of the management structure for executive resources is depicted in Appendix C.

1.2 Objectives of the SES Executive Resources System

1.2.1 The objectives of the SES Executive Resources system are to:

- a. Attract and retain highly competent executives and assign them where they will be most effective in accomplishing the Agency mission.
- b. Provide for the systematic development of managers and executives.
- c. Reward outstanding performance and hold executives accountable for individual and organizational performance.
- d. Provide an executive merit system that ensures an environment free from prohibited personnel practices and arbitrary actions.

1.3 Characteristics of an SES Position

1.3.1 A position is designated as a senior executive when the duties and responsibilities are classified above the General Schedule 15 (GS-15) level and perform one or more of the following:

- a. Directs the work of an organizational unit.
- b. Is held accountable for the success of one or more specific programs or projects.
- c. Monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to such goals.
- d. Supervises the work of employees other than personal assistants.
- e. Exercises important policy-making, policy-determining, or other executive functions.

1.3.2 Positions classified above the GS-15 level that do not perform executive and management responsibilities described in 1.3.1, such as a technical expert or senior advisor, are placed in the Scientific or Professional (ST) or Senior Level (SL) system depending on the nature of the work. Refer to NPR 3319.1 for procedural requirements for ST and SL positions.

1.4 Position Designations and Appointment Authorities

1.4.1 Positions in the SES are designated as either Career Reserved or General. Career Reserved positions are filled by a career appointee to ensure the impartiality or the public's confidence in the impartiality of the Government. Positions not designated as Career Reserved are General positions. Determinations are made following the criteria in 5 CFR § 214.402. A General position may be filled by a career or noncareer appointee. The same General position may be filled by a career appointee at one time and a noncareer appointee at another time. However, a Career Reserved position may be filled only by a career SES appointee or a limited term appointee under 5 U.S.C. 9813.

1.4.2 SES appointment authorities.

a. Career appointments are made without time limitations. Requirements and provisions for initial career appointments shall meet the competitive merit staffing provisions found in 5 U.S.C. 3393 at the time of selection for the SES or an SES candidate development program.

b. Noncareer appointments are made without time limitation and do not require merit staffing procedures or Qualifications Review Board (QRB) certification. The appointees serve at the pleasure of the appointing authority and do not acquire SES career status. This appointment requires Office of Personnel Management (OPM) approval.

c. In accordance with 5 U.S.C. 9813, the Administrator may approve limited term SES appointments to Career Reserved or General positions, without competition, to meet a legitimate temporary need. The appointee may serve four years or less to a position the duties of which will expire at the end of the term or one year or less to a position the duties of which are continuing. Appointees serve at the pleasure of the appointing authority and do not acquire career SES status. Such appointees are eligible for SES bonuses under 5 U.S.C. 5384.

d. Limited emergency appointments are non-renewable appointments, not to exceed 18 months to meet a bona fide, unanticipated, urgent need. Appointees serve at the pleasure of the appointing authority and do not acquire career SES status. This appointment requires OPM approval.

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